



OHCM UPDATE

What's Goin' On?

Upcoming Mandatory Training The Office of Diversity and Equal Opportunity has developed **No FEAR Act** Training to provide an overview of the No FEAR Act and its provisions, and to assist employees in gaining a better understanding of the protections embedded in our Nation's anti-employment discrimination laws. The training is mandatory for NASA civil servants and is required every two years. The No FEAR Act training course will be available in SATERN in August. The course will take approximately twenty minutes to complete. Completion of all the course slides will trigger course completion status and the addition of the course to the learner's training history. Once the course is available in SATERN, Directorates will be notified.

HCIE The Human Capital Information Environment (HCIE) Workforce Services Portal has a new look with increased functionality! As part of continued improvements, the HCIE team is developing dashboards in the portal to provide key indicators for NASA's Human Resources metrics. These dashboards are scheduled to be available this fall and will provide users with real-time interaction with the data as opposed to a report with a static view.

Access to many of our NASA systems is now available through the portal using single sign-on: NEPS (NASA's Employee Profile System), NOPS (NASA's Organizational Profile System), WebTADS, and iVIEW. Access to other NASA and federal-wide systems managed through the portal's Password Manager includes Employee Express, Webmail, and CMS.

The HCIE portal can be accessed at <https://hcie.nasa.gov>. Please don't delay in establishing your access through NASA's Account Management System (NAMS), <https://nams.nasa.gov>. For assistance or additional information, contact Lois Alliss at 4-2509 or lois.g.alliss@nasa.gov.

eOPF (Electronic Official Personnel Folder) is an online version of the Official Personnel Folder (OPF), documenting your Federal Government employment history. Since going live in March, 31% of Langley employees have logged into the system.

Employees should have received two emails containing your User ID and Password from eopf_hd@telesishq.com. If you did not receive your logon information, please call the eOPF Help Desk (NSSC) at 1-877-677-2123.

You can log into eOPF through the HCIE Portal at <https://hcie.nasa.gov>. Once you have your logon information you can save your eOPF User ID and Password in your HCIE Password Manager and then select eOPF from the drop down menu to gain access to your OPF.

For more information about eOPF, go to <http://ohcm.larc.nasa.gov/eOPF/index.html>.

"Use or Lose" Leave Summer is almost over, the kids are going back to school soon, and we are over halfway through the 2008 leave year. As a reminder, employees with "use or lose" annual leave should begin scheduling that leave. If you have any questions, please contact Joan Whitley at 4-2163.

VERA The Center's Voluntary Early Retirement Authority (VERA or "early out") expires September 30, 2008. If you have any questions, please contact Karen Koch at 4-9423.

IDP Civil servants can now list training goals with a new standardized electronic form. The Individual Development Plan (IDP) is now available in SATERN. It can capture all formal and informal training and development activities. Integration of the IDP within SATERN is a benefit to all users. Standardized forms and processes, electronic review/approval routing, real-time updates to employee Learning Plans, and 24/7 accessibility are just some of the significant features available. To access the IDP form, login to SATERN at <https://satern.nasa.gov> and click on the "Career" tab. To learn how to create and manage an IDP in SATERN, visit the SATERN Informational Web site at <https://saterninfo.nasa.gov>. This site contains a quick reference guide, job aids, and other tools to help build an IDP.